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**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
December 7, 2017**

I. Call to order.

A regular monthly meeting of the Board of Directors of the Millridge Homeowners Association was held at 1610 ½ NW 143rd Avenue, Portland, OR 97229 on December 7, 2017. The meeting was called to order by Christine Prince at 6:00 pm.

II. Introductions.

Introductions proceeded throughout the room.

III. Board Member Attendance:

DIRECTORS PRESENT: **Christine Prince** (President)
Tom Messecar (Vice-President)
Sue Seaver (Treasurer)
Laura Holgate (Secretary)

IV. Approve / Modify Agenda.

The agenda was approved with no changes.

V. Accept / Modify Minutes of 10/26/17 Board of Directors Meeting.

Sue Seaver moved that the minutes of the 10/26/17 Board of Directors meeting be approved without changes. The motion was seconded and passed unanimously.

VI. Committee Reports.

- a. Treasurer's Report.** Sue Seaver, Treasurer, reported. Income is 1% below budget. A few accounts have balances due, but none are far enough behind for collections action. Electricity is over budget. General maintenance is over budget and will remain over budget because we're catching up on deferred maintenance. Operating expenses are 8.5% below budget overall. Money left in budget from any category at end of year goes into the reserve account. CMI has answered/resolved previous questions/errors from previous financial statement, EXCEPT: Janitorial Labor is still showing as a separate category; it should be part of the clubhouse budget, as it has been in the past and in our budget because the only janitorial expense is for the regular clubhouse cleaning.
- b. Landscape Committee.** Chris Morris, Landscape Committee Chairperson, reported. A copy of the written report is attached as *Exhibit A*.
- c. Architectural Control Committee.** Justin Redd, ACC Chairperson, reported. The committee recommends: approval of the request by 1718 to install new windows; approval of the cowboy boots being used as planters behind garage of 1640; approval of request by 1640 to place planters next to both sides of porch; and denial of request by 1640 to add a diverter to the gutter of 1638 in order to collect rainwater in a collection barrel.
- d. Maintenance Committee:** Tom Messecar, Maintenance Committee member, reported. Elizabeth Kenworthy has resigned as member. Current members are Glen Beckley, Chairperson, Bob Hetzer, member, Tom Messecar. A spreadsheet containing records of maintenance requests, recommendations, progress, and project completion information is maintained by Laura Holgate. A copy of the written report is attached as *Exhibit B*.
- e. Clubhouse.** Sue Seaver, Clubhouse Committee, reported that the clubhouse has one event scheduled for December.
- f. Neighborhood Watch.** Shirley Carlson, Neighborhood Watch Committee, reported. Shirley will arrange for a presentation on Emergency Management; Ron Burn expressed interest in arranging a presentation on radon hazards.

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- g. Pool Committee.** No report. Tom Messecar, Maintenance Committee member, reported that the tile replacement on the front pool has been completed.
- h. Volunteer Committee.** Sue Seaver thanked the volunteers and asked that more volunteers are needed since it's just a few people doing nearly all the work. Volunteers are still needed to paint "Visitor Parking Only" on the ten spaces previously designated for that, and volunteers are needed for hanging bows on lamp-posts for the holiday season.
- i. Reserve Committee.** Elizabeth Kenworthy has resigned from acting as Reserve Committee Chairperson. Reserve study is in process and being completed by Schwindt. It will be provided to all owners once complete.

VII. Owners Forum. There were no owner comments.

VIII. Unfinished Business.

- a. Unit 1622 - Approve/Deny repair of seam in gutter and remove/replace 4 ft. of rotted fascia board.**

Sue Seaver moved to approve the bid from Gutter Pros to make these repairs at a cost of \$450. Motion was seconded and carried with no objections.

- b. Unit 1642 - Approve/Deny request regarding water flowing under unit (postponed from previous meetings).**

Sue Seaver moved to deny this request. The motion was seconded and carried with no objections.

- c. Landscape Rocks - Approve/Deny purchase of 20 large landscape rocks to be placed in Spring, 2018.** Christine Prince moved to approve the purchase of the landscape rocks from 2017 landscaping budget, to be temporarily placed in area along alley at SE corner of Bldg 5 until the ground is hard enough to support the heavy equipment needed to place them in the locations designated on the map provided to the board.

IX. New Business.

- a. Approve/Deny annual cost of living HOA Fee Increase (commensurate with the current US CPI).** Christine Prince moved that HOA fees be increased commensurate with CPI. The motion was seconded, and after discussion and information contributed by an owner in attendance, Sue Seaver moved to modify the motion as follows: motion to increase the HOA fees by 2.2%, since that appears to be the correct US CPI at this time. The motion was seconded and carried with no objections.

- b. Budget - Referred to Budget Committee.** Now that increase amount is set, Budget Committee will prepare a proposed 2018 budget to be presented to board for approval or modification at a Special Meeting to be held prior to year-end.

- c. Pacific Landscape Rate Increase.** Sue Seaver moved to approve the 5.5% rate increase to an annual cost of \$35,796. Motion was seconded and, after discussion, carried without objection.

- d. Reserve Study Response - Referred to Laura and Elizabeth Kenworthy.** Responses to Schwindt questions will be provided by CMI, with additional input from Laura Holgate after discussion with Elizabeth Kenworthy.

- e. Unit 1718 - Approve/Deny request to replace windows.** Christine Prince moved to approve Owner's request to replace existing front windows with white, vinyl windows of same dimensions.

- f. Unit 1640 - Approve/Deny placement by Owner behind the garage of cowboy boots being used as planters.** Christine Prince moved that cowboy boots placed behind garage of 1640 and being used as planters be allowed to remain. Motion was seconded and carried with no objection.

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- g. Unit 1640 - Approve/Deny request to place planters on both sides of front steps.** Christine Prince made a motion to approve Owner's request to place planters on both sides of front steps. Motion was seconded and discussed. After discussion, the motion was modified as follows: Motion to approve Owner's request to place a planter on the ground on each side of the front steps is approved, conditioned on the following: the two planters be identical, ceramic, no larger than the planters currently at Unit 1614, in a color that blends with the color scheme of the building, AND that planters not be placed on the ground until proposed work to abate standing water in those areas, if approved, is completed.
 - h. Unit 1640 - Approve/Deny request to divert downspout from 1638 to a rain barrel in his courtyard.** Laura Holgate moved to deny this request. Motion was seconded and carried with no objections.
 - i. Unit 1640 - Approve/Deny Pacific Landscape bid to grade soil away from foundation to divert water collecting in front of unit into drainpipe in horseshoe.** Christine Prince moved to approve the Pacific Landscape bid to grade soil away from foundation, install a 12" catch basin in the planting bed on the right side and tie into the existing downspout, to sleeve under the sidewalk and create a 12" catch basin on the left side, and to regrade surrounding area and install river rock around the catch basin at a total cost of \$1087. The motion was seconded and, after discussion, carried without objection.
 - j. Approve/Deny Pacific Landscape's bid for Winter Crane Fly Treatment.** Laura Holgate moved to approve the Pacific Landscape bid of \$560 to apply winter crane fly treatment.
 - k. Approve/Deny Landscape Committee's request that Pacific Landscape be hired at \$57/hour, for a maximum of five hours total, to: 1) Move camellia from area in front of Unit 1736 to area beside Unit 1722; 2) Move lilac from nursery area along the east fence to area in front of Unit 1750; 3) Plant the fir tree (donated by Mike Caravatta) to area beside the garage of Unit 1668 (along South alley at the East end of Bldg 8).** Christine Prince moved to approve Pacific Landscape's bid to do the above listed work at a cost of \$57/hour for a maximum of 5 hours, total. The motion was seconded, and after discussion, carried without objection.
 - l. Approve/Deny reimbursement of \$69.95 to Jeri Old for her purchase of five plants for the horseshoe.** Christine Prince moved to approve the reimbursement (purchase was approved in previous meeting). Motion was seconded and carried without objection.
 - m. Approve/Deny reimbursement of \$132.99 to Laura Holgate for purchase of ink for clubhouse copier.** Christine Prince moved to approve the reimbursement. Motion was seconded and carried without objection.
- X. Next Meeting Date.**
- a. Regular Monthly Board of Directors Meeting:** Due to holidays, there will be no December meeting. Next regular meeting will be January 25, 2018.
 - b. Special Meeting for 2018 Budget.** Directors will schedule via email and required notice will be given to Owners.
- XI. Adjournment.** Christine Prince adjourned the meeting at 7:30 pm.

Millridge Landscape Committee Report
for 11/30/17 HOA Meeting

The landscape committee met on Thursday, 11/9/17. In attendance were committee members Barbara Getty, Carol Parker, Jeri Old and Chris Morris. Homeowner Ron Burns also attended.

The committee would like the following added to the HOA Meeting agenda:

1. The committee recommends that the board approve spending \$500 to buy approximately 20 large beautification rocks from American Landscape Company, Hillsboro. The rocks would be placed around Millridge according to the map developed by the landscape committee. The rocks will enhance the beauty of our grounds, don't require water, and do not die. The rocks will be purchased in 2017 and temporarily unloaded in the empty area to the east of building 5. In the spring, when the ground is drier, American Landscape will bring a front loader to Millridge so that the rocks can be placed and positioned in the agreed upon locations.
2. The landscape committee recommends that the board approve paying Pacific Landscape (\$57 per hour, not to exceed five hours total) to (a) move the camilla in the common area in front of 1736 to the common area beside unit 1722, (b) move the lilac currently in the nursery area along the east fence to the common area in front of 1750, and (c) plant the noble fir (donated by Mike Caravatta) in the common area beside the garage for unit 1668 along south alley at the east end of building 8.
3. The committee requests that the board reimburse Jeri Old \$69.95 for her purchase of the five plants which committee members planted in the horseshoe. The purchase of these plants was previously approved by the board.

The committee plans to divide several Japanese grass sedges (which needs to be done) and then use these, along with three more sedges which were donated to Millridge, to plant in various areas around Millridge. These plants like shade and with 20 smaller beautification rocks (donated by Carmen Taylor and Sharon Nicodemus) would add to the beauty of our grounds. We plan to put several "groupings" along the front beds in front of building 8 and are looking for other locations.

Pacific Landscape planted a crape myrtle and three Karl Foerster grasses in the common area in front of 1724. The cost to the HOA was \$85; the homeowner purchased the plants and this was done per approval granted by the board at the October meeting.

Pacific Landscape will continue to blow and remove leaves weekly, though not on a specific day of the week. Please be patient....it will get done.

On behalf of all Millridge homeowners, the Landscape Committee members want to thank the many homeowners who have donated plants, rocks, soil, time and effort to Millridge.

NEW OR UNFINISHED BUSINESS (FOR AGENDA)									
Request or Report Rec'd	Unit	Owner	Description of Problem or Maintenance Requested	MAINTENANCE COMMITTEE RECOMMENDATION (Approve or Deny)	Add to agenda for:	Contractor(s) bidding	Bid Amount	NTE Estimate if bid not possible	Updates/Notes
03/30/17	1642	Blomquist	Solve problem of water under unit despite sump pump running nearly constantly.	Deny	12/7/17 (Postponed in June & again in September.)		\$5320 for external sump pump and trench-work required under unit.		<p><u>UPDATE FOR 12/7/17 MEETING</u> : Several options to reduce the water under this unit were thoroughly investigated and ruled out before the last potential solution, an external sump pump, was considered. While looking into that option, the contractor found additional sources of water flowing underneath the unit, which is consistent with findings by TVWD that the water flowing under the unit that follows along the pipeline is not from their system. The contractor who bid on installing an external sump pump recommended trench work underneath the unit in order to route the spring water to the exterior sump pump. Since the water source and the recommended trench-work are both under the unit, and not part of the HOA water system, the Maintenance committee recommends against the HOA installing an exterior sump pump or pursuing further options.</p> <p><u>UPDATE FOR 9/28/17 MEETING</u> :Received bid for external sump pump to route water away before it enters crawl space. There is an underground spring about 3 ft deep that follows the water pipe under this foundation. TVWD has verified that it's not water from their system. Glen has met with several contractors to discuss options (barriers, French drains,</p>
10/23/17	1622	Ruzicka	Split gutter	Approve	12/07/17	Gutter Pros	\$450		
11/3/2017	1640	Burns	Request to reconfigure gutters/downspouts in order to connect a rain barrel.	Deny	12/07/17	n/a			
11/03/17	1640	Burns	Standing water around front porch	Approve	12/07/17	Pacific Landscape	\$1,087		